

BOARD OF SUPERVISORS
COUNTY OF YORK
YORKTOWN, VIRGINIA

Resolution

At a regular meeting of the York County Board of Supervisors held in York Hall, Yorktown, Virginia, on the ____ day of ____, 2005:

Present

Vote

James S. Burgett, Chairman
Walter C. Zaremba, Vice Chairman
Sheila S. Noll
Kenneth L. Bowman
Thomas G. Shepperd, Jr.

On motion of _____, which carried ____, the following resolution was adopted:

A RESOLUTION TO COMMEND STEPHEN H. SCHAUER IN THE
DEPARTMENT OF FINANCIAL AND MANAGEMENT SERVICES
AS EMPLOYEE OF THE QUARTER

WHEREAS, Mr. Schauer has been employed with the County since April of 1990 and currently holds the position of Mail Distribution Clerk in the Department of Financial and Management Services; and

WHEREAS, Mr. Schauer has recently demonstrated his willingness to go above and beyond the expectations of his job by identifying the need for and designing an effective management and storage procedure for County surplus items; and

WHEREAS, Mr. Schauer devised a process of notification, retrieval, removal and storage of surplus items, along with a plan for the redistribution of various items to departments and agencies; and

WHEREAS, Mr. Schauer organized and cleaned up the storage unit, discarded non-usable items, arranged for a some surplus wooden bunk beds to be retrofitted into shelving and bins and installed them in the storage unit for organizing surplus items; and

WHEREAS, Mr. Schauer performed a physical inventory of every item and entered each item into an inventory control list that has a unique control number indicating the storage unit, shelf and bin location and the date entered into inventory, which includes a notification system that can be used to update the fixed asset listing; and

WHEREAS, Mr. Schauer makes his mail deliveries throughout the County and County staff members mention that they need a particular item, he is often able to locate the item in surplus and deliver it to them; and

WHEREAS, Mr. Schauer's diligent efforts resulted in the County receiving a NACO award in the category of Financial Management and has saved the County approximately \$1,200 annually by eliminating the need to rent another storage facility and has reduced the amount of time necessary to do a physical count of surplus inventory at year-end by 83%, and overall control and accountability of surplus property has improved by 90%;

NOW THEREFORE, BE IT RESOLVED by the York County Board of Supervisors this 19th day of April, 2005, that Stephen H. Schauer, Mail/Distribution Clerk, be and is hereby congratulated upon his selection as Employee of the Quarter for the quarter ended December 31, 2004.